

**CONTENTS**

	Page
<b>SECTION 1: INTRODUCTION</b>	<b>4</b>
<b>SECTION 2: BACKGROUND TO NEIGHBOURHOOD WORKING</b>	<b>5</b>
<b>SECTION 3: ROLE OF THE CONSTITUENCY COMMITTEE</b>	<b>6</b>
Conduct of meetings	6
Process	7
Period of appointment	7
Appointment of Chair and Vice-Chair	7
Criteria for Community Representatives	8
Appointment process for Community Representatives	8
Young person's representative	8
Substitutions	9
Voting rights	9
Principles of conduct	9
Expenses	9
Training and induction	9
Constituency Committee Working Group	9
Terms of reference	10
<b>SECTION 4: COMMUNITY ENGAGEMENT AND COMMUNICATIONS</b>	<b>11</b>
Community engagement	11
Public Question Time	11
'Have Your Say' events	12
Communications	12
<b>SECTION 5: BUDGETS AND SPEND</b>	<b>13</b>

<b>SECTION 6: MEMBERSHIP AND SUPPORT FOR WALLASEY CONSTITUENCY COMMITTEE</b>	<b>14</b>
Chair and Vice-Chair	14
Role responsibilities	14
Elected Members	15
Role responsibilities	15
Community Representatives	15
Role responsibilities	15
Constituency Manager	16
Role responsibilities	16
Engagement Officer	16
Role responsibilities	16
Council officers and service delivery partners	17
Role responsibilities	17
Committee Services Officer	18
Role responsibilities	18
Legal Services Officer	18
Role responsibilities	18
Strategic Director	18
Role responsibilities	19
<b>SECTION 7: WALLASEY PUBLIC SERVICE BOARD</b>	<b>20</b>
<b>APPENDICES</b>	
Appendix 1 Wallasey Constituency Committee Timetable 2014/15	21
Appendix 2 Community Representative Application Form	22
Appendix 3: Community Engagement Framework	26
Appendix 4: Communications Strategy	27
Appendix 5: Summary of the 2014/15 budget	28
Appendix 6: Wallasey Bright Ideas Fund Application Form	29
Appendix 7: Wallasey Bright Ideas Fund Terms and Conditions	30

<b>Appendix 8: Wallasey Bright Ideas Fund Evaluation Template</b>	<b>31</b>
<b>Appendix 9: Wallasey Constituency Committee – Key Contacts</b>	<b>32</b>
<b>Appendix 10: Wallasey Public Service Board – Terms of Reference</b>	<b>33</b>
<b>Appendix 11: Wallasey Public Service Board – Key Contacts</b>	<b>34</b>
 <b>PROTOCOLS</b>	
<b>Protocol 1: Wallasey Bright Ideas Fund Application Process Template</b>	<b>40</b>

## SECTION 1: INTRODUCTION

This Handbook provides practical guidance to everyone involved with Wallasey Constituency Committee; including members of the public, Elected Members (ward councillors), service delivery partners and Council officers. The guidance in this Handbook should be read alongside the Council's Constitution, which can be found here.

<http://democracy.wirral.gov.uk/ecSDDisplay.aspx?NAME=SD867&ID=867&RPID=1000884748&sch=doc&cat=12881&path=12881>

This Handbook sets out procedures and processes to help the business of the Constituency Committee run smoothly. While the Handbook supports the rules and procedures set out in the Council's Constitution (link above), the Council's Constitution will always take precedence over the Handbook.

**“Wirral will be a place where the vulnerable are safe and protected, where employers want to invest and local businesses thrive, and where good health and an excellent quality of life is within the reach of everyone who lives here”.**

This is the vision and aspiration for Wirral. Neighbourhood working, through the Constituency Committees, will help improve the link between the strategic priorities and local priorities. It is the Constituency Committee that will deliver an area vision, which local Elected Members, local residents, service delivery partners, Council officers and voluntary, community and faith groups will drive and implement.

Wallasey Constituency includes the wards of Leasowe & Moreton East; Liscard; Moreton West & Saughall Massie; New Brighton; Seacombe and Wallasey.

[to be inserted: vision for Wallasey Constituency from Constituency Plan]

[insert 2014/15 priorities]

Wallasey Constituency Committee consists of 18 Elected Members (three ward councillors for each of its six wards) and six Community Representatives; one of which is a young person's representative. Further detail on the appointment of Community Representatives can be found in Section 3.

This Handbook will be reviewed on an annual basis or sooner if required. Next due for review April-June 2015.

## SECTION 2: BACKGROUND TO NEIGHBOURHOOD WORKING

The Localism Act 2011 gave councils more freedom to work together with others in new ways and introduced new rights for communities including a 'Right to Buy' public assets and increased opportunities for participation in the delivery of services. Locally this presented opportunities to forge new partnerships with communities to evidence, shape and deliver public policy and services across the borough.

Strong neighbourhood working can provide the basis for the Council, public services and the wider community to facilitate a more flexible response to residents' issues through co-ordinated services and involving residents in shaping decisions and services. Local Councillors have a significant leadership role to play in this process.

Neighbourhood working was introduced in Wirral in mid to late 2013, with the Council, Merseyside Police and Merseyside Fire & Rescue Service taking the first steps to configure services into a Constituency footprint, mirroring the parliamentary (national voting area) boundaries (i.e. Wallasey, Birkenhead, Wirral South and Wirral West). Neighbourhood working operates across organisational boundaries to help ensure residents and services work together to improve their neighbourhood.

The benefits of neighbourhood working include:

- Greater opportunities for Elected Members to lead and influence local service delivery within their localities and to respond to local needs and priorities;
- Increased community confidence to explore creative and innovative approaches to meet local needs;
- Increased multi-agency working so delivering better value for taxpayers' money by reducing duplication across service areas;
- A local focus on the efficiency and effectiveness of service delivery by bringing the Council closer to the needs and priorities of local communities.

Each Constituency area will have a Constituency Plan produced by the respective Constituency Committee setting out the priorities and objectives for the area for the coming period. The Constituency Committee is supported by a local Public Service Board (see **Section 7**) which brings together a range of service, agencies and partners to co-ordinate the strategic delivery of the Constituency Plan and report progress to the respective Constituency Committee.

### SECTION 3: ROLE OF THE CONSTITUENCY COMMITTEE

The role of Wallasey Constituency Committee includes the following:

- Agree desired outcomes, develop and monitor a Constituency Plan for Wallasey;
- Commission activities relevant to the Constituency Plan;
- Review, problem solve and establish the most effective operation of responsive front line services;
- Resolve 'large' community issues which impact on a significant number of residents;
- Maximise the engagement of local residents and other stakeholders in decision making on matters which affect them.

The Committee's remit includes all locally delivered statutory services, enabling Elected Members and Community Representatives to exercise a much broader influence over activity in the public sector.

Wallasey Constituency Committee has a devolved budget. [to be inserted: details of devolved budgets/services when determined]. However, not all service decisions or budgets can be devolved to the Constituency Committee. This is for a number of reasons including that some budgets are allocated according to Wirral-wide criteria often in response to national requirements; there is a need to support service delivery patterns and different partner organisations outside local government and there is a need to retain some budgets at the centre to support strategic service delivery to maximise economies of scale and efficiency.

Wallasey Constituency Committee will monitor the local impact of all public services. Meetings of the Constituency Committee will be open to the public and press (however there may be occasions when specific matters may need to be considered in private). Local residents interested in specific agenda items will be able to have their say before decisions are taken through a public question time (see **Section 4**).

Information will be easy to access, understand and tailored, as appropriate, to different audiences to support involvement, being aware of the equality requirements.

#### **Conduct of meetings**

Constituency Committee meetings are open to the public. Each agenda is published no less than 5 working days before the date of the meeting. These are published online at

<http://democracy.wirral.gov.uk/ieListMeetings.aspx?CommitteeId=690>

Committee meetings are held four times a year during the evening at 6pm, allowing those with daytime commitments to attend. Where possible, meetings will be held on Thursdays to enable the respective Member of Parliament to attend. The dates for this financial year are set out in **Appendix 1**.

For the Constituency Committee to have the information it needs to carry out its role, it may require the attendance of the relevant portfolio holder (Cabinet member), Director and/or any senior officer to provide evidence or information on reasonable notice. To make sure that the Committee can carry out its business effectively, it is the duty of an officer of the Council to attend if asked to do so.

The work of the Constituency Committee is extremely varied and may involve making decisions, being involved in consultations and responding to questions from the public. Members of the Committee are expected to make a declaration of any interest that is known to them in relation to an Agenda item at the start of the meeting. Members must disclose “disclosable pecuniary and non pecuniary interests” and how the interest arises. (It may also be necessary for members to make an interest known if an interest arises during the course of the meeting). Depending on the nature of the interest, the Member may be required to leave the meeting whilst that Agenda item is dealt with by the Committee. To ensure the smooth running of the meeting, each member should consider, when reading the Agenda in preparation, whether they need to declare an interest. Members should seek advice well in advance of the meeting from the Legal Services Officer at the meeting or Monitoring Officer if they are in doubt or have any particular queries or concerns in this regard.

## **Process**

Community Representatives on the Constituency Committee are not Public Appointments and are not elected by local residents to represent an area, unlike Elected Members. The appointment of representatives onto the Constituency Committee will be reviewed annually.

### Period of appointment

- Elected Members every four years
- Community Representatives for one municipal year

Vacant Community Representative positions may be filled within the municipal year subject to agreement by the Constituency Committee. If a recruitment process has taken place within the previous 6 months, applicants who were unsuccessful may be reconsidered in order to expedite the process.

### Appointment of Chair and Vice-Chair

The Chair and Vice-Chair of the Constituency Committee will be Elected Members and will be appointed by the Committee.

The Chair and Vice-Chair of the Committee will be appointed at the first meeting of Wallasey Constituency Committee in each Municipal Year.

## Criteria for Community Representatives

- A representative can be an active member of a group that operates within the Constituency, or has strong links within the voluntary, community and faith sector;
- A representative should have a defined area in which they operate, established networks and appropriate processes for passing information between the Committee and the community that they represent;
- A representative will bring additional knowledge and experience to Constituency Committee meetings (and other meetings such as [the Constituency Committee Working Group](#)) that will support the decision making process.

## Appointment process for Community Representatives

Wallasey has six places for the co-option of Community Representatives and has chosen to set aside one of these for a young person's representative (see below).

Prior to the start of each Municipal Year, invitations will be sought from members of the public to nominate themselves for co-option as a Community Representative. This opportunity will be advertised using various media platforms, Wirral CVS, Community Action Wirral and other partners.

### Young person's representative

Applicants for the young person's representative position must be aged 15-24 (inclusive at the time of application). This will be advertised and promoted within youth forums, schools and colleges.

Elected Members and existing Community Representatives have a role to play in promoting the role of Community Representatives in the Constituency Committee. The recruitment process may be supported with a recruitment event at which existing Community Representatives would be expected to support and participate.

Individuals may apply through submission of an application form (**Appendix 2**). [The Constituency Committee Working Group will consider and review all nominations \(see page 8\). The Group may choose to interview all applicants or shortlisted applicants. The Group will make recommendations to the Constituency Committee about which Community Representative applicants should be considered for co-option. Wallasey Constituency Committee will through a fair and transparent selection process appoint community representatives to the Committee. Existing Community Representatives will not participate in the selection process and any meeting dealing with such appointments shall not be open to the public \(due to the discussion of applicant's personal information\).](#)

Existing Community Representatives are welcome to reapply and are not disbarred from serving further term/s.



### Substitutions

With the prior approval of the Chair, a Community Representative may substitute another named member of their group to attend a Committee meeting.

### Voting rights

All Elected Members have voting rights. Community Representatives, whilst not having voting rights, can still undertake a full role in terms of sharing their views and knowledge and influencing discussions and debates. Where a vote is to be taken on an issue by Elected Members at Committee the views of Community Representatives will be sought prior to taking that vote.

### Principles of conduct

All Elected Members are required to conduct themselves in accordance with the Members' Code of Conduct.

The Members' Code of Conduct also applies to co-opted members (such as the Community Representatives).

Any complaints received against Elected Members or co-opted members will be dealt with in accordance with the Protocol for Dealing with Complaints under the Members' Code of Conduct.

### Expenses

Any travel and subsistence claim must be claimed in accordance with the Members' Allowances Scheme included in the Council's Constitution.

### Training

The Council provides an ongoing programme of training seminars which provide background information to a range of issues pertinent to the Council. This training is available to both Elected Members and Community Representatives. Newly Elected Members and Community Representatives also receive an induction.

## **Constituency Committee Working Group**

The Task and Finish Group of the Wallasey Constituency Committee shall be known as the 'Constituency Committee Working Group'. Meetings of the Group will take place at such times as considered necessary to deal with any matters referred to it for consideration.

### Membership

The membership of the Group shall be same as the Wallasey Constituency Committee. Save that, where the Group deals with the selection of a Community Representative(s), any existing Community Representative member of the

Wallasey Constituency Committee shall not be a member of the Group when such a matter is under consideration.

### Quorate

The Constituency Committee Working Group shall be quorate providing at least six Elected Members are in attendance at the meeting.

### Terms of Reference

- The Group will appoint at the meeting, one of the Elected Members in attendance as Chairperson of the Group meeting; and he/she shall remain Chairperson until the next meeting of the Group (unless otherwise determined by the Group).
- The Constituency Manager will undertake an advisory role;
- Additional advisors may be appointed by the Group (including from partner agencies);
- All Constituency Committee members will be invited to attend each and every Group meeting (unless Community Representative(s) are being selected/appointed in which case any existing Community Representative will not be invited to attend and the meeting shall not be open to the public);
- Agendas and papers will be circulated to all Group members and published at least 7 days prior to the date of the relevant Group meeting;
- Minutes will be taken, circulated to all Group members and published;
- The Group shall report progress and make recommendations to the Wallasey Constituency Committee.
- The work of the Group will be carried out in a transparent, inclusive and timely manner.

## SECTION 4: COMMUNITY ENGAGEMENT AND COMMUNICATIONS

### Community engagement

Wallasey Constituency Committee will support genuine opportunities for people to have their say. This will form part of standard practice and cover aspects from the delivery of services to policy and decision making. The Constituency Committee recognises that the most effective form of engagement is 'involvement'.

#### Public Question Time

As standard, each Constituency Committee meeting will include a Public Question Time. Whilst a small proportion of time may be allowed for 'on the night' questions, in order to enable a comprehensive response at the meeting and to allow members of the public to participate who are unable to attend the meeting, questions will be required to be submitted in writing in advance of the meeting.

Subject to sufficient questions being submitted, no less than 20 minutes will be set aside for the Public Question Time. Replies to questions will be given verbally. If it is not possible during the Committee meeting to answer every question and/or there are questions that require further consideration, these will be responded to in writing within 14 working days by the appropriate officer. It is a matter for the Chair at each meeting and subject to the agenda whether to extend this time. Preference will be given to questions submitted in advance, but at the discretion of the Chair a further question/s from a member/s of the public in attendance may be allowed 'on the night'.

Process for the submission of questions:

Questions submitted prior to the Constituency Committee meeting must be in writing and relate to a single issue. This can be done by:

- completing the online question form [[www.wirral.gov.uk/wallasey](http://www.wirral.gov.uk/wallasey)] or,
- downloading the Wallasey Constituency Public Question Time Form [[www.wirral.gov.uk/Wallasey](http://www.wirral.gov.uk/Wallasey)] and sending your completed form to: Wallasey Constituency Team, Town Hall, Brighton Street, Wirral, CH44 8ED.

Residents with literacy issues can have submissions made on their behalf or be supported to complete forms by Council One Stop Shops. Questions will be required to be submitted by no later than 4.00pm the afternoon before the Committee meeting.

All questions received from members of the public will be read out at the respective Constituency Committee meeting. The Chair of the meeting will determine the order in which question are taken. Any question(s) relating to an agenda item(s) will be answered when the respective agenda item is being discussed. Questions which are considered defamatory, unsuitable, frivolous or derogatory will not be accepted. Questions should not refer to individual officers or members of the Council by name. An individual present whose question has

been answered will not be able to discuss the reply, but may ask one supplementary question. Once a question has been answered, the same question posed within a three month period will not be considered for further response.

Responses will be printed in the minutes and sent to each individual who asked a question.

#### 'Have Your Say' events

A 'marketplace' type engagement 'Have Your Say' event for the public will operate prior to the start of each Constituency Committee. A range of services and agencies will be present for the public to ask questions, highlight concerns, obtain information, request services, share feedback, engage in consultation, etc.

This event will incorporate Merseyside Police's Neighbourhood 'Have Your Say' meeting whereby an update will be provided at the start of the event by the Police about crime and disorder in the Constituency over the previous quarter, followed by an opportunity for members of the public to sit with the officer(s) in attendance and ask questions and/or raise issues. The engagement event will be used by the police to help determine issues/short-term priorities that the public wish for the Police to concentrate on over the forthcoming quarter. These short-term priorities will supplement priorities set out in the Constituency Plan.

A brief update will be provided at the respective Constituency Committee about the event.

Wider methods of community engagement are set out in Wallasey Constituency's Community Engagement Strategy (**Appendix 3**).

#### **Communications**

Wallasey Constituency Committee is committed to ensuring that regular and meaningful information is made available to residents in all communities about the work of the Committee and activity in the area.

A key way of updating local residents is through the production of a quarterly Constituency Committee newsletter. This will be made available electronically with hard copies available in public buildings. Individual projects, objectives and targets associated with each Committee are local and specific to each Constituency, and as such require individual communications plans.

Wider methods of communicating with local residents, businesses and stakeholders are set out in Wallasey Constituency's Communication Plan (**Appendix 4**).

## **SECTION 5: BUDGETS AND SPEND**

[to be inserted]

## **SECTION 6: MEMBERSHIP AND SUPPORT FOR WALLASEY CONSTITUENCY COMMITTEE**

At the heart of the Constituency Committee is the principle that whilst the process is elected member led, all service delivery partners and local residents have an important role in identifying local priorities to improve upon and solutions that will lead to improvements.

Key contacts for Wallasey Constituency Committee can be found in **Appendix 9**.

### **Chair and Vice-Chair**

The Elected Members voted into the positions of Chair and Vice-Chair respectively.

#### Role responsibilities:

- Ensure that the Constituency Committee operates in accordance with the Council's Constitution;
- Provide leadership for the Committee through the chairing of each Committee meeting (Vice-Chair in the Chair's absence), in accordance with the contents of this Handbook;
- Ensure the production and effective implementation of the annual Constituency Plan;
- Plan the agenda for each Constituency Committee meeting with the Constituency Manager;
- Ensure that decisions taken at Constituency Committee meetings are implemented;
- Ensure adequate representation on the [Constituency Committee Working Group](#) and that each group achieve its aims;
- Ensure that there are adequate opportunities for community engagement, particularly under-represented groups;
- Ensure that public meetings are delivered to the highest standard, demonstrating transparency in decision-making and cultivating the trust of the general public in local politics;
- Act as a spokesperson for Wallasey Constituency Committee where appropriate, including in relevant press releases and statements;
- Attend and be a member of other Committees or working groups when appropriate in the role as Chair;
- Foster and maintain a disciplined approach by the members involved, having a regard to high standards of behaviour and ethics;
- Champion the work of the Constituency Committee.

## **Elected Members**

Members of the Council representing those wards included within Wallasey Constituency Committee boundary will endeavour to attend each Constituency Committee meeting.

### Role responsibilities:

Elected Members as community leaders will:

- Act as honest brokers or intermediaries between citizen, community, the Council and external partners;
- Take action to improve the quality of life of people in their communities;
- Act as champions and representatives of each and every resident;
- Investigate and resolve residents' problems effectively or explain to them why they cannot be solved;
- Be well informed, know their area and be clear about local priorities.

Elected Members in a corporate role will:

- Be effective ambassadors for the Council in their communities;
- Reflect the community's feedback and views in the Council's decision making processes to make policies and services more responsive;
- Make objective and informed decisions that balance local needs and priorities with those of the wider borough;
- Represent the Council's interests in local partnership working;
- Act in the best interest of the community as a whole.

## **Community Representatives**

Whilst Community Representatives do not have a mandate to speak on behalf of the public, they do provide a level of expertise and/or knowledge to help inform the debate.

### Role responsibilities:

- Proactively engage with residents and communities beyond those within their existing networks;
- Accurately reflect the community's feedback and views in the discussions and decision making processes;
- Communicate with residents and communities, feeding back the work of the Committee;
- Be well informed and be clear about local priorities;
- Champion the Community Representative role ensuring it has value in the Constituency Committee process.

## **Constituency Manager**

The Constituency Manager is responsible for the co-ordination of Wallasey Constituency Service Hub and engagement activities, building neighbourhood profiles and ensuring residents' issues are resolved.

### Role responsibilities:

- Co-ordinate the Constituency Committee and Public Service Board (see **Section 7**), working across multi agencies to implement the Constituency Plan;
- Lead the development and implementation of the annual Constituency Plan and report on progress to the Constituency Committee, and including budgeting information;
- Lead consultations/service reviews/community needs assessments across the constituency involving residents, partners, customers, etc. to inform the Constituency Committee;
- Working with the Public Health Intelligence Team, ensuring that an up-to-date and comprehensive Constituency Profile is available to the Committee to enable decision-making to be evidence-based around priorities;
- Identify and bid for Constituency funding opportunities at national, regional and local levels;
- Identify and manage a process for identifying and managing neighbourhood profiling/community assets information;
- Devise and implement Wallasey Constituency's Community Engagement Framework;
- Design, manage and implement a diverse range of communications platforms across the Constituency, promoting its work and achievements;

## **Engagement Officer**

The Engagement Officer is responsible for the liaison and engagement with local groups and partnerships in the implementation of the Constituency Plan.

### Role responsibilities:

- Support the administration of the Constituency Committee, including booking venues, completing health and safety checks on venues prior to use and managing the online Public Question Time submissions;
- Manage the administration of the Public Question Time;
- Be a proactive link with Elected Members, community groups, representatives and organisations;
- Deliver Wallasey Constituency's Community Engagement Framework;



- Ascertain neighbourhood resource requirements (funding, community spaces, service needs, volunteering, etc.);
- Gather neighbourhood information and knowledge in order to build the Constituency Profile, including managing a process for identifying and recording up-to-date neighbourhood profiling/community assets information;
- Support the implementation of the Constituency Plan;
- Undertake consultation and engagement activities;
- Support neighbourhood volunteers;
- Resolve neighbourhood issues and manage any relevant processes (e.g. brokering, mediation, facilitation, etc);

### **Council officers and service delivery partners**

Wallasey Constituency Committee may ask representatives of external service delivery organisations to attend their committee meetings, recognising the important contribution which they make to shaping and delivering local area priorities.

Representatives of area partners will be of senior management level or equivalent and therefore be able to speak for their organisation and be prepared to commit resources on behalf of their organisations.

#### **Role responsibilities:**

- Provide representation at the appropriate level of authority and experience;
- Attend the Committee when requested to do so, where practicable;
- Have high level knowledge of the service area and its strategic operating context;
- Commit to improving the quality of life and satisfaction of residents in the area;
- Take an active role in owning and solving problems identified by the Constituency Committee;
- Commit to promote the interests of the area in decision making processes within their own organisation;
- Commit to engaging, involving and feedback with local residents in the design, delivery and improvement of services;
- Identify and assist the Constituency Committees, where relevant, in generating and match funding projects of strategic significance;
- Commit to construct, challenge and proactively improve services;
- Work with key contacts and stakeholders to create and build appropriate networks and partnerships to promote the Constituency Committee, priorities and performance measures;
- Monitor the quantity and quality of performance management, reviews and projects
- Establish methods for promoting and sharing intelligence, information and good practice;

- Objectivity in accessing issues and opportunities and how to approach these in the best interests of the area;
- Acceptance of the Constituency Committee procedures and process.

### **Committee Services Officer**

#### Role responsibilities:

- Efficiently and effectively run the administration of the Constituency Committee;
- Manage publication of the agenda for the Constituency Committee;
- Advise the Committee members on constitutional matters and provide advice and guidance on constitutional compliance in conjunction with Legal Services Officer;
- Invite all Elected Members, Community Representatives and guests to pre-meetings, Constituency Committees and extra-ordinary meetings;
- Take accurate minutes of the meeting;
- Place all actions on the electronic action tracker for officers to report on progress;
- Upload all minutes of meetings onto the Council's website;
- Issue materials provided by the Constituency Manager to representatives on the Committee.

### **Legal Services Officer**

#### Role responsibilities:

- Advise the Committee members on legal matters;
- Advise on constitutional matters and procedure;
- Advise on governance arrangements;
- Advise on matters pertaining to the Members' Code of Conduct.

### **Strategic Director**

Wallasey Constituency Committee is aligned to a Strategic Director (Families and Wellbeing). The Strategic Director will reinforce the strategic importance of the area dimension to the Council's policy and planning framework, and in particular will reinforce the importance the Council places on enhancing community governance, aligning resources and activity and improving public service delivery at a local level. The Strategic Director will also ensure an improved localities dimension to the Council's strategic planning. The role is to help clear 'blockages' and ensure issues of the Constituency Committee are taken to the highest levels.

Role responsibilities:

- Provide high level representation from the Council's officer core to support the process and outcomes of the Committee's actions;
- Provide clarity and direction for the staff supporting the Constituency Committee and implementing the Constituency Plan once agreed;
- Ensure that strong links are made between the Constituency Committee and the overarching commitments of Wirral Council's Corporate Plan and framework providing for partnership activity, including Wirral Local Strategic Partnership (LSP) and Public Service Board (PSB) (see **Section 7**).

## **SECTION 7: WALLASEY PUBLIC SERVICE BOARD**

Wirral Public Service Board (PSB) is chaired by the Council's Chief Executive. The Board exists for partners to proactively work together to identify and deliver efficiencies and opportunities for joint working. Through an agreed work programme, the Board (amongst other things) develops collective responses to national and local policy drivers impacting on all partners and strategically manages Wirral's approach to neighbourhood working.

Each Constituency has a local Public Service Board consisting of officers from a range of partners. It is the role of Wallasey Public Service Board to ensure delivery of the Constituency Plan, with service delivery partners working together to achieve the Constituency's priorities and deliver the best service possible. The terms of reference for this Board can be found in **Appendix 10**. Any cross-Constituency issues that cannot be resolved at a local level will be escalated to Wirral Public Service Board.

Key contacts within Wallasey Public Service Board can be found in **Appendix 11**.

**Wallasey Constituency Committee:  
Timetable 2014/15**

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>2014</b>		
<b>Thursday 26 June</b>	<b>6.00pm</b>	<b>Liscard Primary School, Withens Lane, Liscard, Liscard, CH45 7NG</b>
<b>Thursday 23 October</b>	<b>6.00pm</b>	<b>New Brighton Primary School, Vaughan Road, New Brighton, CH45 1LH</b>
<b>2015</b>		
<b>Thursday 22 January</b>	<b>6.00pm</b>	<b>St Mary's Catholic College, Wallasey Village, CH45 3LN</b>
<b>Thursday 16 April</b>	<b>6.00pm</b>	<b>Wallasey Town Hall, Brighton Street, Wallasey, CH44 8ED</b>

**A 'Have Your Say' event will take place at 5.00pm before each Constituency Committee, which will incorporate a Merseyside Police 'Have Your Say' meeting (see section 4 for further details).**

### **Access**

If representatives or members of the public have any particular requirements or access needs to enable them to participate in the meeting, including requirement for information in formats such as large print or on tape, please contact the Committee Services Officer beforehand so arrangements can be made in good time.

Where possible Constituency Committee meetings will be held in rooms which are installed with a hearing loop system and rooms are accessible for wheelchair users or people with mobility impairments.

**Wallasey Constituency Committee:  
Community Representative Application Form**

**The remainder of this page is deliberately left blank**

**Community Representative: Self Nomination Form**

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**1. Contact Details**

**Name:**

**Address:**

**Telephone:**

**Email:**

**2. Please tell us why you want to be a Community Representative (no more than 100 words)**

- 3. Please tell us how Wallasey Constituency would benefit from you being a Community Representative. This includes telling us about your skills and experience (in no more than 200 words).**

- 4. Please tell us how you would engage with residents to put forward their views, consult with them and/or update them on work in the area (in no more than 200 words).**



- 5. Please tell us ways in which you would work with other Community Representatives to make sure that your work was co-ordinated (in no more than 100 words).**

- 6. Is there any other information you want to tell us?**

**I confirm that I would like to be considered as a Community Representative for Wallasey Constituency Committee.**

**Signed:**

**Date:**

**Wallasey Constituency Committee:  
Community Engagement Framework**

[to be inserted - to be considered at 26 June 2014 Constituency Committee]

**Wallasey Constituency Committee:  
Communications Strategy**

[to be inserted - to be considered at 26 June 2014 Constituency Committee]

**Summary of the 2014/15 budget**

[to be inserted - to be considered at 26 June 2014 Constituency Committee]

**Wallasey Bright Ideas Fund:  
Application Form**

[to be inserted - to be considered at 26 June 2014 Constituency Committee]

**Wallasey Bright Ideas Fund:  
Terms and Conditions**

[to be inserted - to be considered at 26 June 2014 Constituency Committee]

**Wallasey Bright Ideas Fund:  
Evaluation Template**

[to be inserted]

## Wallasey Constituency Committee: Key Contacts

[to be updated further following 26/6/14 Committee]

Chair - Cllr Rob Gregson	<a href="mailto:robgregson@wirral.gov.uk">robgregson@wirral.gov.uk</a>
Vice-Chair – Cllr Bernie Mooney	<a href="mailto:berniemooney@wirral.gov.uk">berniemooney@wirral.gov.uk</a>
Constituency Manager	<a href="mailto:carolinelaing@wirral.gov.uk">carolinelaing@wirral.gov.uk</a>
Engagement Officer	<a href="mailto:michellegray@wirral.gov.uk">michellegray@wirral.gov.uk</a>
Committee Services Officer	<a href="mailto:andrewmossop@wirral.gov.uk">andrewmossop@wirral.gov.uk</a>
Strategic Director	<a href="mailto:clarefish@wirral.gov.uk">clarefish@wirral.gov.uk</a>
Legal/Monitoring Officer	<a href="mailto:surjittour@wirral.gov.uk">surjittour@wirral.gov.uk</a>

### Community Representatives

Lewis Collins  
Ken Harrison  
Brian Higgins  
Tony Jones  
Keith Raybould  
Paul Roberts

### Elected Members

Cllr Ron Abbey	<a href="mailto:ronabbey@wirral.gov.uk">ronabbey@wirral.gov.uk</a>
<a href="#">Cllr Bruce Berry</a>	<a href="mailto:bruceberry@wirral.gov.uk">bruceberry@wirral.gov.uk</a>
Cllr Chris Blakeley	<a href="mailto:chrisblakeley@wirral.gov.uk">chrisblakeley@wirral.gov.uk</a>
<a href="#">Cllr Matthew Daniel</a>	<a href="mailto:matthewdaniel@wirral.gov.uk">matthewdaniel@wirral.gov.uk</a>
Cllr Leah Fraser	<a href="mailto:leahfraser@wirral.gov.uk">leahfraser@wirral.gov.uk</a>
Cllr Pat Hackett	<a href="mailto:pathackett@wirral.gov.uk">pathackett@wirral.gov.uk</a>
Cllr Paul Hayes	<a href="mailto:paulhayes@wirral.gov.uk">paulhayes@wirral.gov.uk</a>
Cllr Adrian Jones	<a href="mailto:adrianjones@wirral.gov.uk">adrianjones@wirral.gov.uk</a>
Cllr Chris Jones	<a href="mailto:christinejones@wirral.gov.uk">christinejones@wirral.gov.uk</a>
<a href="#">Cllr Treena Johnson</a>	<a href="mailto:treenajohnson@wirral.gov.uk">treenajohnson@wirral.gov.uk</a>
Cllr Anita Leech	<a href="mailto:anitaleech@wirral.gov.uk">anitaleech@wirral.gov.uk</a>
Cllr Leslie Rennie	<a href="mailto:lesleyrennie@wirral.gov.uk">lesleyrennie@wirral.gov.uk</a>
Cllr John Salter	<a href="mailto:johnsalter@wirral.gov.uk">johnsalter@wirral.gov.uk</a>
<a href="#">Cllr Chris Spriggs</a>	<a href="mailto:christinespriggs@wirral.gov.uk">christinespriggs@wirral.gov.uk</a>
Cllr Steve Williams	<a href="mailto:stevewilliams@wirral.gov.uk">stevewilliams@wirral.gov.uk</a>
Cllr Janette Williamson	<a href="mailto:janwilliamson@wirral.gov.uk">janwilliamson@wirral.gov.uk</a>



<b>WALLASEY PUBLIC SERVICE BOARD</b>
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### **Terms of Reference**

**Wallasey Public Service Board exists for partners to proactively work together to identify and deliver efficiencies and opportunities for joint working. The Board will:**

- Inform the priority setting process undertaken by the Constituency Committee and any sub-groups through the Constituency Manager;
- Strategically manage the approach to neighbourhood working across Wallasey Constituency and delivery of Wallasey Constituency Plan; following agreement of the Constituency Plan and associated spend by Wallasey Constituency Committee;
- Identify opportunities to mitigate the impact of financial challenges and maintain capacity to deliver services;
- Develop collective responses to national and local policy drivers impacting on all partners;
- Identify and address both strategic and operational issues pertinent to the Constituency that require the collaboration of agencies;
- Promote innovation and best practice across Wallasey Constituency;
- Work closely to provide greater opportunities for local people to influence decisions and local service provision, and engage and participate;
- Contribute to the development and delivery of a shared Wirral 2030 vision.

### **Working Principles**

Wallasey Public Service Board is owned by all partners. Members agree to collectively contribute to the achievement of the Board's work.

Partners agree to work together actively to achieve the aims and objectives of the Public Service Board through demonstrating and championing:

- Visible commitment and ownership of shared issues;
- Mutual trust and respect;
- Openness and transparency;
- Effective communication and accountability;
- Shared ownership of resources where appropriate;
- Combined expertise;
- Creative and innovative solutions to problems;
- Identification and sharing of best practice;
- Removal of barriers to equality of access and opportunity;
- Clear purpose, clarity of expectations and agreed targets for action.

## **Membership**

The following organisations are currently members of Wirral's Public Service Board (this may expand as further partners are identified):

- Cheshire and Wirral Partnership NHS Foundation Trust
- Community Action Wirral
- Department for Work and Pensions
- Leasowe Community Homes
- Magenta Living
- Merseyside Police
- Merseyside Fire and Rescue Service
- NHS Wirral Clinical Commissioning Group
- Regenda Housing
- Riverside Housing
- Wirral Citizens' Advice Bureau
- Wirral Community NHS Trust
- Wirral Council

## **Wallasey Public Service Board Meetings**

Wallasey Public Service Board will initially meet every 8 weeks, moving to quarterly meetings as momentum builds. Public Service Board meetings will not be open to the public. The agenda for Wallasey Public Service Board meetings will be circulated to members at least 7 days prior to the relevant meeting to ensure that members have the opportunity to add items if required. Papers (if applicable) will be circulated 7 days in advance. Any member may request that an extraordinary meeting of Wallasey Public Service Board be convened. Any such request must be made to the Constituency Manager.

Sub-groups such as (WPSB) Task & Finish Groups and Issue-Based Problem Solving Meetings may be created by the Board to tackle specific and/or thematic issues. Participants can appoint a deputy to attend a meeting if they are unavailable.

## **Decision Making and Accountability**

Wallasey Public Service Board is not a statutory body. However, representation on Wallasey Public Service Board is at the relevant level, allowing decisions to be made and/or taken back 'in principle' to their constituent organisations.

Wallasey Public Service Board can collectively make recommendations to one or more partner organisations, providing recommendations are agreed by at least 50% of the members of the Board present at the meeting. Where necessary, decisions and recommendations made by the Board shall be subject to the relevant own decision making and governance arrangements of constituent organisations. Public Service Board members are accountable to constituent partner organisations.

## **Secretariat**

Wirral Council's Neighbourhoods & Engagement Team will provide appropriate secretariat support. Minutes will be circulated within 7 working days of the meeting.

## **Equalities and Inclusion**

Wallasey Public Service Board will pro-actively promote and encourage compliance with relevant equality and diversity obligations and requirements and good practice; and shall in particular promote fair treatment and equality of opportunity for all living and working in Wirral. Equality impact assessments will be carried out as appropriate in relation to activities directed by the Board.

## **Wirral Public Service Board**

Any cross-constituency issues that cannot be resolved at local level will be escalated to Wirral Public Service Board.

## Appendix 11

### Wallasey Public Service Board: Key Contacts

Organisation	Name	Job title	Email	Tel no	Signature
Department for Work and Pensions	Debbie Veevers	Business Development Manager	<a href="mailto:debbie.veevers@dwp.gsi.gov.uk">debbie.veevers@dwp.gsi.gov.uk</a>	551 8616	
Cheshire and Wirral Partnership NHS Foundation Trust	Val McGee	Service Director (Wirral)	<a href="mailto:Val.Mcgee@cwpc.nhs.uk">Val.Mcgee@cwpc.nhs.uk</a>	488 7446	
Voluntary & Community Action Wirral (VCAW)	Kirsteen Sheppard	Programme Development Co-ordinator	<a href="mailto:Kirsteen.sheppard@vcawirral.org.uk">Kirsteen.sheppard@vcawirral.org.uk</a>	353 9700 x219	
Early Years	Sarah Harper	Early Years Manager (Wallasey)	<a href="mailto:sarahharper@wirral.gov.uk">sarahharper@wirral.gov.uk</a>	630 4445	
Environmental Health (WMBC)	Colin Clayton	Environmental Health Strategic Manager	<a href="mailto:colinclayton@wirral.gov.uk">colinclayton@wirral.gov.uk</a>	604 3553	
Environmental Health (WMBC)	Ken Smith	Environmental Health Manager (Pollution & District)	<a href="mailto:kennethsmith@wirral.gov.uk">kennethsmith@wirral.gov.uk</a>	604 3669	
Environmental Health (WMBC)	Daniel Dawson	Environmental Health Team Leader	<a href="mailto:danieldawson@wirral.gov.uk">danieldawson@wirral.gov.uk</a>	604 3544	
Joint Community Safety Team	Ian Lowrie	Volume Property Crime Manager	<a href="mailto:ianlowrie@wirral.gov.uk">ianlowrie@wirral.gov.uk</a>	606 5493	
Leasowe Community Homes	Mary Quigg	Managing Director	<a href="mailto:mary.quigg@yourhousinggroup.co.uk">mary.quigg@yourhousinggroup.co.uk</a>	678 0110	

Organisation	Name	Job title	Email	Tel no	Signature
Licensing	Margaret O'Donnell	Licensing Manager	<a href="mailto:margaretodonnell@wirral.gov.uk">margaretodonnell@wirral.gov.uk</a>	691 8043	
Merseyside Fire and Rescue	Jenny Welsh	Wirral District Prevention Manager	<a href="mailto:jenniferwelsh@merseyfire.gov.uk">jenniferwelsh@merseyfire.gov.uk</a>	296 6213	
Merseyside Fire and Rescue	Sean McGuinness	Station Commander	<a href="mailto:seanmcguinness@merseyfire.gov.uk">seanmcguinness@merseyfire.gov.uk</a>	296 5357	
Magenta Living	Mark Armstrong	Assistant Director (Strategy & Regeneration)	<a href="mailto:markarmstrong@magentalive.org.uk">markarmstrong@magentalive.org.uk</a>	606 3148	
Magenta Living	Dominique Blundell	Head of Tenants' & Environmental Services	<a href="mailto:dominiqueblundell@magentalive.org.uk">dominiqueblundell@magentalive.org.uk</a>	666 6912	
Merseyside Police	Inspector Peter Kolokotroni	Neighbourhood Inspector	<a href="mailto:7637@merseyside.pnn.police.uk">7637@merseyside.pnn.police.uk</a>	777 2040	
Merseyside Police	Sergeant Kate Roberts	Neighbourhood Sergeant	<a href="mailto:1335@merseyside.pnn.police.uk">1335@merseyside.pnn.police.uk</a>	777 2007	
NHS Wirral Clinical Commissioning Group	Barbara Dunton	Operations Manager	<a href="mailto:Barbara.Dunton@nhs.net">Barbara.Dunton@nhs.net</a>	643 5348	
NHS Wirral Clinical Commissioning Group	Christine Campbell	Corporate Support Officer	<a href="mailto:christinecampbell5@nhs.net">christinecampbell5@nhs.net</a>		Notification only
NHS Wirral Clinical Commissioning Group	Claire Grainger	Corporate Support Officer	<a href="mailto:claregrainger@nhs.net">claregrainger@nhs.net</a>		Notification only

<b>Organisation</b>	<b>Name</b>	<b>Job title</b>	<b>Email</b>	<b>Tel no</b>	<b>Signature</b>
NHS Wirral Clinical Commissioning Group	Alison Hayes		<a href="mailto:allison.hayes@nhs.net">allison.hayes@nhs.net</a>		Notification only
One Stop Shop/Libraries (WMBC)	Steve Ruddy	Team Leader	<a href="mailto:steveruddy@wirral.gov.uk">steveruddy@wirral.gov.uk</a>		
One Stop Shop/Libraries (WMBC)	Pete Collins	Manager	<a href="mailto:petecollins@wirral.gov.uk">petecollins@wirral.gov.uk</a>		
Public Health (WMBC)	Andrea Hutchinson	Public Health Information Specialist	<a href="mailto:andrea Hutchinson@wirral.gov.uk">andrea Hutchinson@wirral.gov.uk</a>	666 5143	
Public Health (WMBC)	Jane Harvey	Public Health Manager	<a href="mailto:janeharvey2@wirral.gov.uk">janeharvey2@wirral.gov.uk</a>	666 5180	
Regenda Housing	David Selby		<a href="mailto:david.selby@maritime.org.uk">david.selby@maritime.org.uk</a>		
Riverside Housing	David Swales		<a href="mailto:david.swales@riverside.org.uk">david.swales@riverside.org.uk</a>		
Seacombe Children's Centre	Tricia Hornby	Outreach Co-ordinator	<a href="mailto:patriciahornby@wirral.gov.uk">patriciahornby@wirral.gov.uk</a>	630 1845	

<b>Organisation</b>	<b>Name</b>	<b>Job title</b>	<b>Email</b>	<b>Tel no</b>	<b>Signature</b>
Sports Development Unit (WMBC)	Mike Withy	Principal Sports Development Officer	<a href="mailto:mikewithy@wirral.gov.uk">mikewithy@wirral.gov.uk</a>	637 6437	
Streetscene (WMBC)	Chris Jones	Streetscene Team Leader	<a href="mailto:chrisjones1@wirral.gov.uk">chrisjones1@wirral.gov.uk</a>	606 2439	
Targeted Prevention Service (WMBC)	Celine Gafos	Senior Locality Manager(Wallasey) Restorative Practice	<a href="mailto:celinegafos@wirral.gov.uk">celinegafos@wirral.gov.uk</a>	637 6112	
Targeted Prevention Service (WMBC)	Dave Decorte	Team Manager Youth Support (Wallasey)	<a href="mailto:daviddecorte@wirral.gov.uk">daviddecorte@wirral.gov.uk</a>	637 6356	
Trading Standards	Derek Payet	Trading Standards Strategic Manager	<a href="mailto:derekpayet@wirral.gov.uk">derekpayet@wirral.gov.uk</a>	691 8643	
Wirral Anti-Social Behaviour Team (WMBC)	Carolyn Hooper	Enforcement Officer	<a href="mailto:carolynhooper@wirral.gov.uk">carolynhooper@wirral.gov.uk</a>	637 6400	
Wirral Anti-Social Behaviour Team (WMBC)	Andrew Pyke	Enforcement Officer	<a href="mailto:andrewpyke@wirral.gov.uk">andrewpyke@wirral.gov.uk</a>	637 6400	
Wirral Citizens' Advice Bureau (CAB)	Damon Taylor	CEO	<a href="mailto:Damon.Taylor@wirralcab.org.uk">Damon.Taylor@wirralcab.org.uk</a>	346 8785	
Wirral Community NHS Trust	Sandra Christie	Director of Quality and Nursing	<a href="mailto:Sandra.christie@wirralct.nhs.uk">Sandra.christie@wirralct.nhs.uk</a> <a href="mailto:Julie.sheldrick@wirralct.nhs.uk">Julie.sheldrick@wirralct.nhs.uk</a>	651 3929	
Wirral Community NHS Trust	Robbie Howard	Operational Team Leader	<a href="mailto:Rob.Howard@irralct.nhs.uk">Rob.Howard@irralct.nhs.uk</a>	630 8383 ext 1819	

## PROTOCOL 1 – Wallasey Bright Ideas Fund Application Process

